

ANNOUNCEMENT NUMBER: 06-44

NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant

GRADE: FSN-9; FP-5

OPENING DATE: November 29, 2006

CLOSING DATE: December 13, 2006

WORK HOURS: Full-time; 40 hours/week

The U.S. Embassy in Baku is seeking individual for the position of Computer Management Assistant in the USAID/Caucasus, Baku office.

BASIC FUNCTION OF POSITION

This Computer Management Assistant position serves as the Computer Management Assistant with full responsibility for major aspects of the USAID/Azerbaijan Information Systems Management. Position acts as the primary user support contact, installs desktop and server software, ensures that Agency Network security standards are maintained, and ensure that all data and voice telecommunications operations are functional. Areas where expertise required include management of servers, PCs, workstations and all peripherals, and implementation, including installation, operation, and maintenance of Local Area Networks (LANs) for USAID/Azerbaijan mission.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 4637.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. B.S. degree in Computer Science and/or Engineering is required.
2. At least five to seven (5-7) years working with all aspects of WAN/LAN operations is required. At least one year of such experience must have been in operating computers, providing PC and applications support, and basic application and administrative programming projects. Prior one year of hands-on experience in Windows 2000/XP.
3. Level IV English (fluent proficiency), in both written and spoken English, is required; Level IV (fluent proficiency – native facility) in Azerbaijani is required. In addition, Level III (good working knowledge) of Russian is required in order to communicate directly with outside IT contractors/vendors.

4. The incumbent must have a thorough knowledge of all aspects of WAN/LAN configuration and operation; be familiar with state of the art computer software used for word processing, spreadsheets, graphics and WAN/LAN administration; and have good knowledge of wiring principles and LAN physical configuration.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Officer
Address: 83 Azadlig Prospekt, Baku, Azerbaijan AZ1007

POINT OF CONTACT

HR Office
Telephone: 498-03-35
FAX: 498-17-42
E-mail: BakuHRMailbox@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;

- Spouse or dependent who is at least age 18;

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 13, 2006

The US Mission in Baku provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.